



35636 Hwy 54 W
ZEPHYRHILLS, FL
33541
813-782-7848

HERITAGE ACADEMY
PARENT/STUDENT
HANDBOOK

“But, they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run and not grow weary; they shall walk and not faint.” | Isaiah 40:31

Heritage Academy
35636 Hwy. 54 West
Zephyrhills, FL 33541
www.heritageacadmyschool.org

General Information/Receptionist	813-782-7848 ext. 227
Absence Line	813-782-7848, ext. 800
Emergency Cell Phone (For use during power/phone outages)	TBD
Fax	813-782-5909

Administration

Michelle Walls	813-782-7848 ext. 229
Principal and Director of Operations	michelle@heritageacadmyschool.org
Aida Buck	813-782-7848 ext. 228
Assistant Principal, Abeka Specialist <i>Academics, Curriculum, Staff</i>	aida@heritageacadmyschool.org

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Welcome

Welcome to Heritage Academy! We are a ministry of Oasis World Outreach and we are delighted that you and your child (ren) are going to be a part of the excitement here. We are looking forward with anticipation to having a successful year. We are striving to provide the best in quality Christian education. We also seek to provide love and total care based on individual attention in a Christian environment.

Our goal is to make your child's educational experience both happy and rewarding. We are proud of our school and hope that you will be also. School rules are accepted as a very important process of learning to respect authority. We are eagerly looking forward to your support as we endeavor to encourage wholesome attitudes and desirable habits. When a child observes the home and school "working together", we then see positive things happen in that child's life.

We extend a personal invitation to you to visit or call our school at any time. With your prayers and full cooperation, we expect a very successful year at Heritage Academy.

Remember: "Education is a Family Affair"

Statement of Purpose

The goal of Heritage Academy is to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, good citizenship, and academic achievement.

The educational program is founded upon the concept that God is the creator of all things and the sovereign ruler over all of life. This means that all that exists originated in God, continues through His sustaining power, and exists to glorify Him.

It is the purpose of Heritage Academy to provide a Christian education in a wholesome, Christian environment with an emphasis on academic excellence. It is our purpose at all times to meet and exceed the academic standards set by the state.

Mission Statement

Heritage Academy, in partnership with home and church, seek to prepare each student scholastically, socially and spiritually for challenges of the twenty-first century.

Philosophy

Heritage Academy has proven to be a wonderful place where children receive an education based on Biblical truth. We believe that the purpose of Christian education is to assist parents in training their children to be Christ-like. You will have the opportunity to be an integral part of your child's education through serving in the classroom, chaperoning field trips, attending chapel services, special programs and events, etc.

Our pre-school and elementary students will receive a strong foundation in basic academic skills. Our elementary curriculum stresses mastery in reading, writing, comprehension, study skills, critical thinking, problem solving and number skills. In addition to the basic curriculum, we also offer physical education, music, art, and Spanish.

Middle school is a time of transition. For many students, the middle school years are marked by a time of developing responsibility and social relationships. Students are discovering their own strengths, talents and interests. At Heritage Academy, the process of entering adolescence is carefully nurtured. All middle school students will grow in an understanding of God's Word, which will provide a strong foundation and guidance for the rest of their lives.

Our goal is to prepare students with the skills to become productive and responsible citizens in the twenty-first century. We want students to realize that God's ultimate purpose for man is to develop each individual to his/her fullest capacity; physically, mentally, emotionally and spiritually (I Corinthians 10:31, Ecclesiastes 12:13). Students will have opportunities to seek and to know God's will (Romans 12:12, II Timothy 2:16, Deuteronomy 16:17).

Parents and teachers will work cooperatively in the process of educating a child's mind and heart (Deuteronomy 6:1-9, Ephesians 6:4). In the achievement of those goals, we will rely on the Bible as the spiritual guide. High educational standards and building a personal relationship with the Lord (Philippians 3:10) will flow naturally in a Christ-centered atmosphere.

Statement of Faith

- We believe that the Bible, both the Old and New Testaments, was verbally inspired of God and is inerrant and is our only rule in matters of faith and practice.
- We believe in creation, not evolution; that man was created by the direct act of God and in the image of God.
- We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures.
- We believe that all men are born in sin.
- We believe in the Incarnation, the Virgin Birth and the Deity of our Lord and Savior, Jesus Christ.
- We believe in the vicarious and substitution atonement for the sins of mankind by the shedding of His blood on the cross.
- We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate.
- We believe that He is personally coming again.
- We believe in His power to save men from sin.
- We believe in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit.
- We believe that salvation is by grace through faith, plus nothing, minus nothing, in the atoning blood of our Lord and Savior, Jesus Christ.
- We believe that this Statement of Faith is basic for Christian fellowship and that all born-again men and women who sincerely accept it and are separated from the world of apostasy and sin can, and should, live together in peace, and that it is their Christian duty to promote harmony among the Believers.

Biblical Education

Bible study is recognized as of fundamental importance and is a required subject. It augments the work in all the subject areas, and without it, a student can hardly be considered educated in the true sense. The Bible gives the best direction for the life to come. There is no other book that can so enrich the minds and hearts of men as the Word of God.

A knowledge of the Bible is one of the greatest educational assets any person can acquire. In addition, it provides the best moral and spiritual values. No other course offered in the school affords so great an opportunity for laying the foundation for a good and sound character.

Statement of Nondiscrimination

This school admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic programs, or any other school administered programs.

Online School Management Software System

Our school utilized an online school managements system called RenWeb. Included in the RenWeb program is a portion called ParentsWeb which enables us to improve our children's academic development and the communication between our school and your home. ParentsWeb is a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. All parents with computer access will be required to set up a ParentsWeb account. Instructions are provided in your enrollment packet and can also be obtained from Heritage Academy Administration.

All you need is an Internet-capable computer to view information such as:

- | | |
|---|---|
|  Attendance |  School Calendar |
|  Daily Grades |  School Announcements |
|  Progress Reports |  Staff and School Directory |
|  Report Cards |  Family Account Balances with Online Payment |
|  Transcripts |  Teacher Email Addresses |
|  Lesson Plans |  Teacher Websites |
|  Discipline |  Customized Web Surveys and Tests |
|  Homework |  Other Useful School Information |
|  Missing Assignments | |

Admissions/Enrollment Procedure

Students enrolling in Heritage Academy must have the following items completed and filed with the office:

- 1) Complete Admissions Packet
- 2) Payment of non-refundable registration fee
- 3) Payment of first months tuition
- 4) Current physical and record of immunizations.
- 5) Copy of a certified birth certificate.
- 6) Students entering kindergarten must be 5 years old by September 1st of the current year.
- 7) Students entering 6th grade must have a Scoliosis Screen
- 8) Students transferring from other schools must have a request for transfer of records signed by the parent.
- 9) Director may interview students.
- 10) Students will be tested for appropriate grade level before admission is accepted.

Students re-enrolling in Heritage Academy will be required to re-apply each year and turn in the required paperwork.

Tuition/Payment Policies

YEARLY TUITION

The yearly tuition may be paid in full one week prior to the first day of school to receive a 10% discount off your total tuition (cannot be applied to any childcare programs including K2, K3, K4 and Before and/or After school childcare).

Tuition payments may also be paid in 10 or 12 equal monthly installments. If you have chosen the 12 month plan, your first payment is due **June 10th**. If you have chosen the 10 month plan, your first tuition payment is due **August 10th**. Subsequent installments on either plan will be due the 10th of each month. **Payments should be made online through ParentsWeb.** Payments made in the school office (cash, check, cashier's check, or money order) will incur a processing fee of \$5.00. Payments received after the 10th of the month will incur a daily late fee of \$10 until account is paid in full. All returned payments will incur a \$50 fee per occurrence.

TUITION AND FEES (PER CHILD)

K5-5th grade

<i>Tuition</i>	\$6500
<i>Registration Fee</i>	\$150
<i>Admissions Test</i>	\$50 (New Students)

6th – 8th Grade

<i>Tuition</i>	\$6800
<i>Registration Fee</i>	\$150
<i>Admissions Test</i>	\$50 (New Students)

K4 Full Time (with VPK certificate)

<i>Tuition</i>	\$3610
<i>Registration Fee</i>	\$125

K4 Full Time (without VPK certificate)

<i>Tuition</i>	\$6800
<i>Registration Fee</i>	\$125

K4 Part Time (with VPK certificate)

<i>Yearbook Fee</i>	\$40 (Optional)
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K4 Part Time (without VPK certificate)

<i>Tuition</i>	\$4750
<i>Registration Fee</i>	\$125

K2 and K3

<i>Tuition</i>	\$6800
<i>Registration Fee</i>	\$125

Note: Registration Fees are **non-refundable** and are due at the time of registration.

ADDITIONAL FEES FOR LATE ENROLLMENT AND/OR EARLY WITHDRAWAL

Late enrollment

K5 – 8th grade tuition is calculated on a 10-month or 12-month basis unless payment in full is chosen. Tuition is not prorated. Therefore, parents are responsible for the full month’s tuition and administrative fees (outlined below) upon enrollment.

\$150 – for any student enrolled between the second day of school and the end of the 1st quarter.

\$300 – for any student enrolled between the end of 1st quarter and the beginning of 2nd quarter.

\$450 – for any student enrolled between the end of 2nd quarter and the beginning of 3rd quarter.
\$600 – for any student enrolled after 3rd quarter.

Early Withdrawal

K5 – 8th grade tuition is calculated on a 10-month or 12-month basis unless payment in full is chosen. Tuition is not prorated if a child, for any reason, is enrolled, withdrawn, or expelled after the school year has begun. Therefore, parents are responsible for the full month's tuition and administrative fees (outlined below) upon termination of enrollment.

\$600 – for any student leaving between the first day of school and the end of the 1st quarter.

\$450 – for any student leaving between the end of 1st quarter and the beginning of 2nd quarter.

\$300 – for any student leaving between the end of 2nd quarter and the beginning of 3rd quarter.

\$150 – for any student leaving between the end of 3rd quarter and the last day of school.

Parents withdrawing a student **MUST** complete the withdrawal process through the school office. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire month of the withdrawal, expulsion, or late enrollment and an administrative fee will be charged according to the chart above.**

K2 - K4 monthly tuition is based on a weekly rate. If for any reason a child is enrolled, withdrawn, or expelled after the school year has begun, students will be charged for the current week's tuition. If a monthly payment has already been made for a withdrawing student, the tuition will be prorated, and a refund may be issued. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire week of the withdrawal, expulsion, or late enrollment.**

TUITION INCREASES

Heritage Academy reserves the right to review and adjust the scheduled tuition and financial policies upon 30 days written notice as is deemed necessary to maintaining a quality educational program.

EXTENDED CARE BEFORE AND/OR AFTER SCHOOL

Heritage Academy provides an extended care program. Students may utilize Before School Care from 7:00 am – 8:10 am and/or After School Care from 3:00 pm – 6:00pm Monday through Friday. Heritage Academy does not offer a part time extended care program. Therefore,

enrollment in the extended care program is considered full time regardless of the number of days your child attends and must be paid accordingly.

Extended Care Enrollment

Before your child can attend any extended care program, you must:

- Complete our extended care registration form and DCF application.
- Your child must have a school physical that was completed within one year of admission to the extended care program.
- Pay your first extended care payment.

Failure to formally register your child in the program will result in a “Drop In” rate charge of \$15 per day for before school care and/or \$20 per day for after school care.

Payment of Extended Care Program

Fees for the school childcare program are due monthly. Your first payment is due **on or before Orientation**. Subsequent payments are required on the 10th of each month. If a payment falls on a non-school day, payment is expected in advance.

Payments should be made online through ParentsWeb. Payments made in the school office (cash, check, cashier’s check, or money order) will incur a processing fee of \$5.00. Payments received after the 10th of the month will incur a daily late fee of \$10 until account is paid in full. All returned payments will incur a \$50 fee per occurrence.

Rates shown are per month.

K5-8th Grade Monthly Plan

\$115 per month - Before School Care

\$150 per month - After School Care

\$230 per month - Before and After School Care

Drop In Rate (emergencies only)

\$15 per day - Before School 7:00–8:10am

\$20 per day - After School 3:00-6:00pm

Extended Care Withdrawal

If, at any time during the school year your child is withdrawn or expelled from the extended care program, you must:

- Complete an extended care withdrawal form
- Meet with our financial office
 - Your account will prorated from the time of written notification of formal withdrawal from the program.

Failure to notify our financial office of changes to your extended care status will result in you being responsible for payment of all charges until the above process has been completed.

Early Arrival And/Or Late Pick Up

Students arriving before 8:10am or remaining after 3:15pm will be sent to childcare and charged according to the “Drop In Rate” of \$15 per day for before school care and /or \$20 per day for after school care. Students remaining after 6:00pm will be charged an additional fee. Students picked up between 6:01 and 6:15 will be charged \$15. Students picked up between 6:16 and 6:30 will be charged \$30. Students remaining after 6:30 will be charged a minimum of \$75.

SCHOLARSHIPS

Heritage Academy accepts Step Up For Students, HOPE, Family Empowerment, AAA Scholarships and McKay scholarships.

Step Up For Students, HOPE, and Family Empowerment Scholarships

Families interested in one of these scholarships may apply for the scholarship through the scholarship website at www.stepupforstudents.org in the spring of each year. If your family meets the qualifications and is awarded the scholarship, you will receive a letter from Step Up For Students. Once you have this letter, you must bring it to the Heritage Academy’s Administrative offices.

This scholarship may not cover the entire tuition and/or fees. The parent is responsible for all tuition and fees not covered by the scholarship. All fees must be paid before the child can attend school. Any tuition not covered can be paid on a monthly plan. In addition, you must complete the Heritage Academy enrollment or re-enrollment process.

If you are still in the scholarship application process on the first day of school, you are required to pay your fees and tuition until the scholarship is granted. This applies to all new and renewing scholarship families. Heritage Academy will make no exceptions to this policy.

AAA Scholarships

Families interested in AAA Scholarships may apply for the scholarship through their website at www.aaascholarships.org in the spring of each year. If your family meets the qualifications and is awarded the scholarship, you will receive a School Commitment form from AAA. Once you have this form, you must bring it to the Heritage Academy’s Administrative offices.

This scholarship may not cover the entire tuition and/or fees. The parent is responsible for all tuition and fees not covered by the scholarship. All fees must be paid before the child can attend school. Any tuition not covered can be paid on a monthly plan. In addition, you must complete the Heritage Academy enrollment or re-enrollment process.

If you are still in the AAA Scholarship application process on the first day of school, you are required to pay your fees and tuition until the scholarship is granted. This applies to all new and renewing scholarship families. Heritage Academy will make no exceptions to this policy.

McKay Scholarships

Heritage Academy accepts qualified students on the McKay Scholarship. You must meet the Parental Intent Deadline and the Private School Enrollment Deadlines as directed by McKay. This information can be obtained at www.floridaschoolchoice.org. Matrix numbers must be in, and you must complete the Heritage Academy Enrollment process before your child can attend.

This scholarship may not cover the entire tuition and/or fees. The parent is responsible for all tuition and fees not covered by the scholarship. All fees must be paid before the child can attend school. Any tuition that is not covered can be paid on a monthly plan. In addition, you must complete the Heritage Academy enrollment or re-enrollment process.

Heritage Academy may not be equipped to meet the needs of some McKay students and therefore, reserves the right to accept or deny enrollment based on the specific needs of each child.

Oasis Benevolence Fund

There may be opportunities for Heritage Academy families experiencing financial hardship to receive assistance through a benevolence fund, provided by Oasis World Outreach, to aid with tuition when no other scholarships or funds are available. This fund has been established to demonstrate love for our community. *“For you have been a stronghold to the poor, a stronghold to the needy in his distress, a shelter from the storm and a shade from the heat.” Isaiah 25:4a.*

Attendance

To attend Heritage Academy is a privilege and not a right! Consistent daily attendance is a must. Students are expected to be present and on time for all scheduled attendance days.

All absences must be reported on the school Absence Line by calling (813) 813-782-7848, ext. 800. You must leave your name, your child’s name, reason for absence, date expected to return, and a contact number. If your child is out due to illness, it is a Health Department Policy that you must report the symptoms when reporting your child’s absence. All absences must be reported by 8:30am.

Excused Absences

An absence will be considered excused for:

- Personal illness:
 - If your child is absent due to personal illness, you must send a written note upon the student's return in order for the absences to be excused.
 - If your child is absent due to illness and will be out for more than 2 days, you must provide a note from the doctor.
- Death or serious illness of a family member:
 - In the event of an absence due to death or serious illness of a family member, parents are required to send a written note to school upon the student's return in order for the absence to be excused.
- Appointments to doctors, dentists, orthodontist, optometrists, and other recognized practitioners:
 - You must present a note from the appointment upon student's return to school or your absence will be considered unexcused.
 - A note to the teacher should be provided in advance of foreseeable absences, as in the case of doctor or dental appointment.
- Special Absences pre-approved by Heritage Academy Administration (see guidelines for Special Absences below).

Unexcused Absences

An absence will be considered unexcused if there is no written note about the absence and if you do not call in and report the absence. The student will receive "0"s for all work missed due to an unexcused absence. Repeated absences resulting in a student missing 5 days or more in a quarter will result in their status being evaluated. If a student misses 20 days in a school year, their status will be evaluated and may be subject to termination or may be required to repeat their current grade. If this occurs, parents will be called in for a conference.

Special Absences

Absences not falling into the above categories (such as family trips) may be considered excused under special circumstances. These absences must be pre-arranged by turning in a vacation request form. All special absences must have approval from Administration. It is the parent's responsibility to arrange for all make-up work with the teacher.

Tardiness

Tardiness at any grade level is detrimental to the child and disrupts the educational process in the classroom. Students are considered tardy in the morning when they are not in the classroom by 8:35 am.

Students who are tardy must go to the office for a pass in order to be admitted to class. Students arriving late in the morning need to provide a written excuse for their tardiness. A parent **must** accompany the tardy child to the office. **Three or more tardies will result in detention for the student and/or other disciplinary action. Chronic tardiness is unacceptable and will result in the status review of your child and could result in permanent dismissal.**

Student Drop-Off/Pick-Up

Student Arrival

All K5-8th students utilizing BEFORE SCHOOL CARE who are **arriving between 7:00 am and 8:00 am** must pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848.

A staff member will meet you at the main entrance. Before your child can enter the building, a staff member will take your child's temperature. A reading of **99.9 or higher** will result in child returning home with you. If your child is exhibiting any symptoms, such as cough, runny nose, or shortness of breath, we will ask you to take them back home with you.

Students must be signed in by the person dropping them off by **PRINTING** your full name and drop off time on the child's sign in log book.

School begins at 8:30 am. **ALL students MUST use carline** for drop off and pick up. Carline begins at 8:10 and ends at 8:30.

K5-8th grade students who are **arriving between 8:00 am and 8:30 am** MUST use carline.

There will be one lane. Students in **4th – 8th grade** will exit the car in the rear of the building.

Before exiting the car, a staff member will take your child's temperature. A reading of **99.9 or higher** will result in child returning home. Any child exhibiting any symptoms, such as cough, runny nose, or shortness of breath, will be returning home with you

When your child exits the car, a staff member will escort them safely to the fenced in area in front of their classroom. Once your child has exited the car **you must stay in carline** and follow it through until you can exit out of the parking lot in front of the school. **DO NOT go around another car** in front of you.

Siblings of 4th – 8th grade students will remain in the car with you and will be dropped off at the side of the school by the awning.

Before exiting the car, a staff member will take your child's temperature. A reading of **99.9 or higher** will result in child returning home. Any child exhibiting any symptoms, such as cough, runny nose, or shortness of breath, will be returning home with you.

K2-K4 families are required to sign their child in by **PRINTING** your full name and drop off time on the child's sign in log book.

Late Arrivals

All students arriving late to class (**after 8:30**) MUST pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848.

A staff member will meet you at the main entrance. Before your child can enter the building, a staff member will take your child's temperature. A reading of 99.9 or higher will result in child returning

home with you. If your child is exhibiting any symptoms, such as cough, runny nose, or shortness of breath, we will ask you to take them back home with you.

Parking

All parents who are walking a child into the school must pull completely into a designated parking space. **DO NOT** park in a handicap space unless you have a handicap sticker. **DO NOT park under the awning.** We ask that you drive carefully and slowly (10 mph) in our parking lot and around the car loop. For your safety and the safety of others, as you are exiting the school parking lot, please yield to all incoming traffic.

Students are **not allowed to enter door codes, push the exit button, or use the student check in system.** Any child caught doing this will be disciplined.

No child is ever to be left unattended in a motor vehicle in the school parking lot or on the school premises as punishable by Florida State Statute FSS 316.6135.

Student Departure

School ends at 3:00 pm at which time all students K2-8th grade who are departing **between 3:00 pm and 3:15 pm** MUST use carline. Students will be to the designated pick-up area at the side of the building under the awning.

You MUST place your car in park before a staff member can load them into your vehicle.

Please do not detain the teachers who are loading your child. If you need to discuss an issue, please make an appointment.

ALL cars coming through carline MUST have a CAR TAG on display. Your child will not be released without the proper car identification and you will be directed to pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848.

A staff member will meet you at the main entrance and you are required to sign your child out by PRINTING your full name and pick up time in the child's sign out log book.

The driveway may be used to drop off / pick up; however it is not to be used for parking. If you are leaving your vehicle for any reason, please park in the **designated parking area.** Do not block the driveway.

While in carline, parents must remain in their cars. Parents may not get out of their vehicles and walk up to carline to pick up a student. Failure to comply with all carline rules and guidelines established by administration may result in loss of carline privileges.

Students remaining after 3:15 pm will be taken to extended care and a fee will be **charged.**

Early Dismissal

In consideration of safety, the school has a secure campus. Early departure must always be arranged both through the office and with the teacher. The school day ends at 3:00 pm. Students may only be released before 3:00 pm if it has been pre-approved by Heritage Academy administration or in the event of an emergency. Acceptable reasons for early departure are the same as those for excused absences. Students leaving early must be picked up by 2:30 pm. The child is to be signed out by the parent in the office prior to leaving. Administration will call the classroom for the child to be dismissed. Class assignments are to be turned in before departure unless the departure is an emergency. Any missed assignments are to be made up the following day.

Upon arrival you must pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848.

A staff member will meet you at the main entrance and you are required to sign your child out by PRINTING your full name and pick up time in the child's sign out log book.

Late Student Pick-Up

Students remaining after 3:15 pm will be escorted to extended care and a fee will be **charged**. Parents must sign their child out with the extended care teacher before leaving.

Only those people who are listed with the office may pick up children. Picture identification is required and will be requested before the student is released. It is the parent's responsibility to notify the school office if someone other than the person you have designated will be picking your child up. If no notification has been received, the parent will be called for authorization.

Upon arrival you must pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848. A staff member will meet you at the main entrance and you are required to sign your child out by PRINTING your full name and pick up time in the child's sign out log book.

Certified copies of custody papers or any other legal restrictions involving students must be on file with the office.

Visiting the Campus

At this time, in order to keep our students, staff, and families safe and to stay in compliance with our governing agencies, we are not allowing visitors on campus.

Sex Offender/Predator

Heritage Academy requires that any person who is registered or required to be registered under sex offender/predator laws to notify us in writing upon enrollment of your child. This is in accordance with the 2011 Florida Statute 856.022 4 (a). Heritage Academy further requires these persons to provide advance written notice to the school Administrator when visiting our school, extended care facility, or any school function, even when picking up or dropping off the offender's own children. In addition, the sex offender must sign in each time upon arrival and be given an escort while on campus.

Heritage Academy requires all persons identified above, whether it be parents, grandparents, relatives, or friends, who will be on Heritage Academy property or at school events to provide advance written notice. They will be required to sign in and be escorted upon arrival at school or school functions.

We expect our parents to be completely honest with us and to provide full disclosure. Failure to do so is a breach of Heritage Academy policy and will result in immediate dismissal of your child.

2011 Florida Statute 856.022

(4) It is unlawful for a person described in subsection (1) to:

(b)1. Knowingly be present in any child care facility or school containing any students in prekindergarten through grade 12 or on real property comprising any child care facility or school containing any students in prekindergarten through grade 12 when the child care facility or school is in operation unless the person had previously provided written notification of his or her intent to be present to the school board, superintendent, principal, or child care facility owner;

2. Fail to notify the child care facility owner or the school principal's office when he or she arrives and departs the child care facility or school; or

3. Fail to remain under direct supervision of a school official or designated chaperone when present in the vicinity of children. As used in this paragraph, the term "school official" means a principal, a school resource officer, a teacher or any other employee of the school, the superintendent of schools, a member of the school board, a child care facility owner, or a child care provider.

(c) A person is not in violation of paragraph (b) if:

1. The child care facility or school is a voting location and the person is present for the purpose of voting during the hours designated for voting; or

2. The person is only dropping off or picking up his or her own children or grandchildren at the child care facility or school.

(5) Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

Injuries and Illness

Injuries

In the event of injury or accident, parents are notified immediately according to the emergency phone numbers given on the registration forms. It is vitally important that these phone numbers be kept up-to-date. Every effort is made to contact the parent. In the event of a serious illness or injury, 911 will be called. The staff administers only basic first aid. At least one staff member who is trained in first aid and CPR is on campus at all times.

Student Insurance Coverage

Every child receives student accident insurance the first day of attendance. The insurance is in effect while the student is under Heritage Academy supervision. This is not a primary policy. Therefore, if a student is injured, the claim must first be made with the parent's primary insurance company. A school insurance claim form can be requested from Heritage Academy's financial office. The claim form must be submitted by the parent after a claim has been made with the primary insurance company.

Illness

PARENTS: If your child is ill and will not be in school, you are responsible to call the school absence line at (813) 782-7848 ext. 800 at least 1 hour before your child's scheduled arrival time. When you call you must include the date, child's name, your name, and the symptoms your child is experiencing. This policy is a Health Department regulation. This is a precaution to protect all parties involved and to facilitate our accurate record keeping.

All students who are exhibiting any signs of illness will be immediately removed from their classroom to an isolation area. Parents will be contacted immediately and are required to come to the school and take their child home. The parent or parent designee must arrive within a reasonable time frame to pick the child up. Heritage Academy will follow the guidelines and recommendations provided to us by the Health Department and CDC regarding student illnesses and return to school.

Upon arrival you must pull in to a designated parking place (NOT A HANDICAP SPOT) and call 813-782-7848. A staff member will meet you at the main entrance and you are required to sign your child out by PRINTING your full name and pick up time in the child's sign out log book.

Communicable Disease Control

Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students with communicable diseases for which no immunization is available shall be excluded from school while ill. If the nature of the disease and the circumstances warrant, the school may require a physician's release before the student can return to class. In the case of pediculosis (head lice), the parent is required to keep the child at home until the problem is fully resolved. The school reserves the right to make all final decisions regarding its communicable disease policy and to take all necessary action to control the spread of diseases within the school. Please understand that the protection of all children in our care is our primary concern in this matter.

Children at Heritage Academy shall be observed on a daily basis for signs of communicable disease. Any child, child care personnel or other person in the school suspected of having a communicable

disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. With a child, the condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include the following:

1. Severe coughing, causing the child to become red or blue in the face or make a whooping sound
2. Difficult or rapid breathing
3. Stiff neck
4. Diarrhea (more than one abnormally loose stool within a 24 hour period)
5. Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness
6. Conjunctivitis (pink eye)
7. Exposed, open skin lesions
8. Unusually dark urine
9. Yellowish skin or eyes
10. Any other unusual sign or symptom of illness

Students will be sent home if they are exhibiting any of the above symptoms. In addition to the communicable disease symptoms, children who exhibit any of the following symptoms will be sent home:

1. Temperature above 99.9
2. Headlice
3. Green or yellow discharge from the nose
4. Rash
5. Vomiting
6. 2 or more incidents of diarrhea

Heritage Academy reserves the right to determine other medical symptoms under which a parent may be called to pick their child up from school.

Headlice: A child who has head lice shall not be permitted to return until treatment has occurred and all nits and bugs have been removed. The school will do a complete inspection of the child's head to ensure the removal of all nits and bugs has taken place. This must be done before the child is admitted to class.

Isolation Area: Students requiring isolation will be taken to a designated area and supervised until they can be picked up from school. Students must be picked up in a timely manner.

Outbreaks: Heritage Academy is required to notify the local county health department immediately upon any suspected outbreak of communicable disease in accordance with Chapter 64D-3, F.A.C., Communicable Disease Control. A suspected outbreak occurs when two or more children or employees have the onset of similar signs or symptoms within a 72-hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected in a child or employee.

Administering Medication

Heritage Academy **does not administer prescription or non-prescription medications at school** with the exception of "life-saving" medication such as and Epi pen, Rescue Inhaler, or Benadryl.

Parents will be contacted by phone if their child is exhibiting any symptom that may require medical attention. You may come to the school and administer medication to your child if you deem it necessary.

For those students who need “life-saving” medication, Florida Law does not allow personnel to administer medication without explicit written instructions. The following medication procedure will allow school personnel to administer “life-saving” non-prescription and prescription medication provided.

Prescription Medication:

- Prescription medication must be brought to the school office **by a parent or guardian**.
- Prescription medication must be in its original prescription bottle with the child’s name and dosage information.
- A Heritage Academy Medication Request Form must be filled out, signed by the parent or guardian, and left in the school office with the medication.
- Prescription medication **must not** be kept in the student’s classroom, desk, lunch box or on his/her person.

Non-Prescription Medication: THIS PERTAINS TO BENADRYL ONLY

- Non-prescription medication must be brought to the school office by a parent or guardian.
- Non-prescription medication must be brought in the original manufacturer’s container.
- You must print your child’s name on the container
- Non-prescription medication must be brought in on a daily basis. It is not our policy to store medication over night.
- A Heritage Academy Medication Request Form must be filled out, signed by the parent or guardian, and left in the school office with the medication.
- Non-prescription medication must not be kept in the student’s classroom, desk, lunch box, or on his/her person. (This includes cough drops and lip balms).
- Non-prescription cannot be given if the manufacturer’s dosage label is not indicated for your child’s age/weight.

All medication administered is recorded in a log book and this log is available for Health Department examination.

Student Attire and Uniform Policy

We consider neatness and cleanliness, knowing how to dress and being properly groomed an appropriate part of our social curriculum. If a student is brought to school inappropriately dressed, parents will be called and required to bring appropriate clothing.

All Students: All students **must wear a face covering (face mask or neck gaiter) upon arrival, departure, while moving about the classroom or hallways, and any time social distancing is not possible.** Once a child is seated at their desk/table, **they may remove the face covering.**

Heritage Academy will provide 2 face coverings for each child. Parents must supply additional face coverings as needed. Face coverings that are printed must be appropriate as deemed by Heritage Academy administration.

GIRLS may wear:

Tops: Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased online at **FrenchToastSchoolbox.com**. Shirts must be tucked in and a belt worn at all times.

Bottoms: Uniform Navy or Khaki shorts, pants, skirts, and skorts. Uniform bottoms may be purchased online at FrenchToastSchoolbox.com or at Target, Sears, JC Penney, etc.

Footwear: Deck shoes, tennis shoes, etc. Not permitted: Sandals, “Crocs”, boots with hard soles (cowboy, combat, etc.), flip-flops, or shoes with open backs or open toes, “Heelies” are **not** permitted.

Outerwear: Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be navy, black, or white.

Hair: Hair must be neat and clean. Extreme colors or styles are not permitted.

Jewelry: Jewelry must be tasteful and appropriate and must not be excessive. Long dangling or large earrings are not permitted due to safety reasons. Face and body piercings and tattoos are not permitted. Temporary tattoos are frowned upon.

BOYS may wear:

Tops: Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased online at **FrenchToastSchoolbox.com**. Shirts must be tucked in and a belt worn at all times.

Bottoms: Uniform Navy or Khaki shorts or pants. Uniform bottoms may be purchased online at FrenchToastSchoolbox.com or at Target, Sears, JC Penney, etc.

Footwear: Deck shoes, tennis shoes, etc. Not permitted: Sandals, “Crocs”, boots with hard soles (cowboy, combat, etc.), flip-flops, or shoes with open backs or open toes, “Heelies” are **not** permitted.

Outerwear: Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be navy, black, or white.

Hair: Hair must be neat, clean, and well groomed. Hair may not go below the collar. Extreme colors or styles are not permitted.

Jewelry: Jewelry must be tasteful and appropriate and must not be excessive. Face and body piercings and tattoos are not permitted. Temporary tattoos are frowned upon.

All Students:

All students must wear a belt and shirts must be tucked in. Belts must be worn unless there are no belt loops on the uniform bottoms.

P.E. Uniforms: Physical Education uniforms (Teal Heritage Academy t-shirt and **plain** black shorts) will be required on P.E. days. P.E. uniform shirts must be purchased online at FrenchToastSchoolbox.com.

One day per week will be designated “Spirit Day” (TBD) and your child may wear the Heritage Academy Spirit shirt (blue t-shirt) with blue jeans, shorts, or skirts. Shorts or skirts must be modest length. Spirit shirts (blue Heritage Academy T-shirt) can be purchased online at FrenchToastSchoolbox.com.

THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE ACCEPTABILITY OF FASHION TRENDS AND HAS FINAL JUDGMENT REGARDING WHAT IS MODEST AND APPROPRIATE DRESS AT SCHOOL OR AT SCHOOL SPONSORED FUNCTIONS.

No Uniform Passes

During the school year, students may be rewarded a no uniform pass. Passes are limited and will be at the discretion of the administration. All No-Uniform passes will be signed and dated by administration.

Course of Study

Heritage Academy offers instruction in such basic academic areas as Reading, Phonics (primary grades), Language, English Grammar, Creative Writing, Spelling, Arithmetic, History, Geography, Science, Health, and Bible.

Non-academic areas studied include Physical Education (P.E.), Penmanship, Spanish, Music and Art. Other electives may be available from year to year.

Textbooks and Supplies

Textbooks and supplies are the property of Heritage Academy. Students are expected to keep all items in good repair and free of unnecessary marks. If a book becomes lost, it is required that the parent immediately purchase a replacement book.

Ereaders provided to Middle school students are the property of Heritage Academy. If the Ereader is lost or broken, the parent will be charged a minimum fee of \$100 to replace it. This fee must be paid immediately.

Each teacher will provide a list of necessary supplies for the students in the classroom. Students are responsible for keeping these supplies on hand.

Grading Standards

Heritage Academy has adopted the following as our standard of grading. The percentage breakdown is as follows:

90% - 100%..... **A**.....Excellent

80% - 89%.....	B	Above Average
70% - 79%.....	C	Average
60% - 69%.....	D	Below Average
Below 60%.....	F	Failing

Some non-academic classes may be graded with letters “S” (Satisfactory), “N” (Needs Improvement), or “U” (Unsatisfactory)

A grade of Incomplete (**I**) will be used on progress reports when the teacher does not have adequate information or grades to evaluate the child. If the student does not complete assigned work in the time allotted. Zeroes will be given for each incomplete assignment and will be averaged with all other grades. The “I” will then be replaced on the report card with the proper grade.

If a student transfers to Heritage Academy after the first grading period, final grades for the year will be determined by averaging the previous school’s grades with the grades received by the student during attendance at Heritage Academy.

Student Promotion Policy

A yearly-passing grade in core academic subjects (Math, Reading, English, History, and Science) must be achieved for students to be promoted to the next grade level. If a student does not achieve a passing grade in **any two (2)** of these core subjects, they will not be promoted.

Homework

It can be expected that most students will have some homework Monday, Tuesday, and Thursday nights. Homework is always due on the date stated by the teacher. Failure to comply will affect the student’s grade. Multiple late homework assignments may result in disciplinary action. Parents will be advised of deficiencies in completing homework. Parents are expected to assist and monitor student’s homework assignments, but never to do the homework for the student.

If a student is experiencing excessive difficulty with homework assignments, the parent should arrange a conference with the teacher as soon as possible. We want each student to be successful.

Make-Up Work

All work missed during absences is to be made up after the student returns to school and within the same number of days as were missed. Tests or special projects assigned before the absence will be due on the regularly scheduled due date. Parents should request make up work for the absent child to complete. Parents should arrange to pick up the student’s books during an extended absence. This is so that the student does not fall too far behind the rest of the class.

There will be no makeup work given for an unexcused absence. All work missed due to an unexcused absences will result in a zero.

In the event of special approved absences, students will be expected to be up-to-date upon their return to school. All pre-assigned work should be turned in on the first day back.

Failure to complete make-up work on time will result in a “0”.

Progress Reports and Report Cards

Progress Reports

Progress reports are released four times per year. These reports will be **emailed** and can be viewed on ParentsWeb. A hard copy can be obtained upon request. Any concerns may be addressed with the teacher via email through ParentsWeb.

Parent/Teacher conferences will be schedule following each progress report. (See Parent Conferences).

Report Cards

Report cards are released on a quarterly basis, which is approximately every 9 weeks. The report cards indicate a letter grade for each academic subject area. These reports will be **emailed** and can be viewed on ParentsWeb. A hard copy can be obtained upon request.

Parent/Teacher conferences may be schedule following each report card if there is a concern on behalf of the parent or the teacher. (See Parent Conferences).

A hard copy of your child's final report card will include your child's SAT scores and must be picked up by designated date.

If there is a balance due on your account, your child's report card will be withheld until balance is paid in full. Your online access will also be suspended.

Parent Conferences

Parent/teacher conferences are a valuable tool in keeping up to date with each student's needs and accomplishments. Parent/Teacher conferences will be scheduled after each progress report. A schedule will be made available. Although we encourage parents to take advantage of these scheduled conferences, we understand there may be a need to schedule a meeting at other times. This may be done upon the parent or teachers request.

Resolving Problems/Complaints

In the event of a disagreement, whether between students, student and teacher, or parent and teacher, we ask that you follow the Biblical guidelines for resolving disputes. Go to the person with whom you have the problem and discuss the misunderstanding tactfully. If, after speaking to the person, the problem is not satisfactorily resolved the two parties should meet together with the Director. Please refrain from discussing the difficulties with other parents, students, teachers, or **posting on social networks** as this only leads to gossip and hurt feelings for everyone involved.

If after attempting to resolve the problem, it remains unresolved, the Director may present the issue to the Chancellor.

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.” Matthew 18:15

Social Media

Heritage Academy realizes many of our parents and students use social networking sites such as Facebook and Twitter. Our desire is that social media be used for what it was intended; a place of positive social experience.

If you have a concern or issue, we ask that you follow our conflict resolution policies and refrain from discussing these issues on social media sites. Working to resolve these concerns in the confines of our policies will protect the well-being of the students, parents, and the school.

Standardized Testing

Students in all grades will be tested in the latter part of the year for mastery of skills measured by the most up-to-date SAT (The Stanford Achievement Test). Parents will receive a copy of the test results in their child's final report card. Parents may schedule a conference to review the results of these tests after all scoring has been completed. These tests indicate a student's strengths and weaknesses and are a valuable tool for assessing areas of need. The scores, however, have no effect on the student's academic grade.

Awards and Recognition

Heritage Academy encourages its students to achieve their best. Awards are earned and recognition given throughout the year in the areas of academics, sportsmanship, and Christian citizenship. An awards ceremony is held at the end of the year.

Student Discipline

Student Behavior

Students are expected to follow policies and procedures as given in this handbook and to be prepared for class on a daily basis. Lack of preparation, being unprepared for class (such as books, paper, pencils, etc.), talking without permission, disturbing, meddling with other people's personal property, writing or passing notes, or doing home work for another class are all examples of inappropriate behavior in the classroom. Horseplay, throwing of objects, personal grooming, sitting on desktops, and leaning back in chairs, etc. is also prohibited.

Each classroom maintains its own age appropriate method of tracking student behavior. The teachers and administrators of the school will use a variety of disciplinary methods to maintain a positive and safe school environment.

Philosophy of Discipline

A well-disciplined life will be an effective and productive life; therefore, that which is presented in this section of the handbook is given in the students' best interests and with a genuine concern for the development of Christian character and Christian witness.

A well-adjusted self-disciplined life can only be achieved as the school and family work in harmony. We seek to cooperate with parents in obeying God's directive such as Proverbs 22:6 teaches us: *"Train up a child in the way he should go and when his is old he will not depart*

from it.” Goals can be achieved as the parents and students honestly try to understand the rationale for each portion of our disciplinary policies and then support them with actions and attitudes.

The purpose of discipline at Heritage Academy is to teach each student to mature in the areas of respect and responsibility, and to create an atmosphere where students can grow academically, socially, and spiritually. Where there is this type of atmosphere, students can achieve academic excellence. It is the school’s desire to help each student develop his God-given abilities to be used for His glory.

Prayer, encouragement, recognition, and discipline are the means used at Heritage Academy to instill within the students patterns and attitudes that will produce self-disciplined lives.

Discipline Procedures

The teachers and administrators of the school will use a variety of disciplinary methods to maintain a positive and safe school environment. Each case of misconduct will be considered on an individual basis. If a student causes a problem, he/she will be responsible to work with school authorities to arrive at a solution. Moreover, he/she will be expected to face the disciplinary consequences of his/her actions.

When misconduct occurs, a parent will be contacted by any means necessary and corrective measures will be employed to help the student change his/her attitude and behavior. Examples of corrective measures that will typically be employed include and are not limited to the following:

1. A student-teacher conference
2. A student-administrator conference
3. A parent-teacher-administrator conference
4. A discipline or academic contract
5. A clean-up assignment or detail
6. Detention (before school, during lunch, or after school)
7. In-school suspension
8. Out-of-school suspension
9. Referral for professional counseling
10. Expulsion or Withdrawal

Heritage Academy reserves the right to dismiss or deny re-admission of students for reason that administration deems fit. They may come under but are not limited to the following categories: attitude incompatibility, uncooperative spirit, rebellion toward discipline, destruction or misuse of property, chronic complaining, sowing discord, excessive unexcused absences or tardiness, non-conformity to standards of conduct and grooming, or lack of parental cooperation.

Disciplinary Measures

As previously stated teachers and administrators of the school will use a variety of disciplinary methods to maintain a positive and safe school environment.

Detention

Detention will be assigned for a 1-hour period. Parents will be notified in writing prior to detention so those parents may make necessary arrangements.

Failure to attend a scheduled detention will result in an in-school suspension the following day. Multiple detentions may result in an in-school or out-of-school suspension for additional offenses, and a conference with the parents, student and Administrators.

Detentions will be recorded in the students' permanent record.

Suspension

The administration may suspend students for a period of one to ten school days for the including but not limited to the following:

1. Cheating
2. Fighting
3. Physical aggression
4. Skipping classes or leaving campus without permission
5. Smoking
6. Willful disobedience in open defiance of authority
7. Use of spoken or written profane or obscene language or gestures
8. Repeated occurrences of misconduct
9. An attitude not in harmony with the goals or spirit of the school
10. A continual negative attitude and bad influence upon the other students
11. Committing a serious breach of conduct inside or outside of the school which has an adverse effect upon the testimony of the school
12. Failure of the parents to comply with the disciplinary procedures of the school
13. Other serious negative patterns of behavior

Parents will be notified of student suspension.

In-school suspension: When serving an in-school suspension, the student is required to accomplish an administrator-directed assignment as well as the regular day's classroom assignments. Work will be graded and credit given, although penalty points may be deducted in some cases. Students in suspension are to remain separated from the other students. Lunch is to be eaten in a designated area and restroom breaks are not to coincide with the regular class breaks. Attendance at school-sponsored functions is not permitted. If your child is on a school athletic team, they may not attend practice or participate in games.

Out-of-school suspension: When serving an out-of-school suspension, the student will receive a grade of zero for any work missed during the suspension. The student will not receive credit for work or tests that are missed. Long term projects that fall due during the suspended period may be turned in for reduced credit. Out-of-school school suspension requires that the student be kept home with the parent accepting the full responsibility of the student during the time of the suspension. The student serving the out-of-school suspension is not allowed to be on campus or attending any day or evening school functions during the suspension period.

Probation

Students who are found to be deficient in an area of academics, attendance, or discipline, may be placed on probation. If a child is placed on probation, a contract between the administration and the parent will be instituted. This period of time will be determined by Administration. Failure to comply with the probation could result in permanent dismissal from Heritage Academy.

Expulsion

The decision to expel a student is made by the Board of Directors after consultation with the Administration. Current and previous behavior reports will be reviewed. The student and his parents shall be notified verbally and in writing as to the reasons for the expulsion. The parents may consult with the Board of Directors prior to the final decision to expel a student.

Expulsion may result for reasons including but not limited to the following:

1. Failure to respond positively to repeated efforts of correction by the school staff
2. A serious breach of the school's accepted patterns of behavior
3. Physical aggression
4. The use or possession of drugs or alcohol
5. An action that seriously harms the school's reputation in the community
6. An action of a sexually immoral nature
7. A habitual attitude, not in harmony with the goals and spirit of the school
8. Possession of illegal substances, tobacco products, or weapons in any form (guns, knives, explosives, etc.)

Response to Discipline

When students are disciplined, they should never argue the problem with the teacher in front of the other students. If the student feels a misunderstanding exists, he should obey the teacher without protest and take the following steps to rectify the matter:

1. Go to the teacher after class and ask for a time to discuss the matter privately.
2. Talk the problem over with parents and ask parents to contact teacher for discussion and clarification.
3. If the issue cannot be resolved with the teacher, the parent may request assistance from Administration to discuss the matter privately.

Unacceptable Forms of Behavior

Administration reserves the right to determine types of disciplinary action used for unacceptable forms of behaviors including but not limited to:

- PDA (Public display of affection)
- Vandalism
- Gum-Chewing
- Abusive Language/Profanity/Teasing
- Fighting/Disruptive Behavior
- Lying
- Cheating

- Theft/Stealing
- Disrespect
- Possession or use of illegal substances including tobacco products
- Possession of a weapon

Parent Involvement

Parent/Volunteers

Many needs at the school are being met through the services of volunteers. Examples include classroom aides, room mothers, music and art, coaches, special programs, etc. At this time, Parent/Volunteers are not permitted inside of the school building. However if Parents or others would like to volunteer their time and talent to the school, there are many ways you can help from home. Please contact your child's teacher for more information. When we are able to resume having Parent/Volunteers on campus, a security clearance and a background check will be required.

Field Trips

TBD FOR 2020-2021 SCHOOL YEAR.

When/If we are able to resume field trips, we will provide you with detailed information.

Emergencies

Heritage Academy has an extensive Crisis Management Plan that specifically outlines our emergency procedures. Please refer to the plan in the event of a school emergency.

Listed below are some common emergencies.

Fire Drills

Fire drills are conducted on a regular basis. Emergency exit procedures are reviewed in each class at the beginning of the school year. Exit routes are posted in each classroom. Each class has a designated meeting area within the safety zone outside the school building. During the fire drill, students will walk quickly and quietly as a class unit to their designated area. Roll will be taken once the students have reached the safety zone. Students must return to their class when the teacher gives the direction to do so.

Emergency Closing

If there is a closing of the school due to hurricane warnings or other disaster, we will follow the Pasco County public school closing policy or suggestions made by the weather advisory services. Listen to local radio or television broadcasts for information. Parents will receive a mass notification via

“Parent Alert” through SMS text messaging to cell phones/PDAs, voice calls to any phone, email, or any other means available.

Other Emergencies

For other emergencies (see our Crisis Intervention Plan) parents will receive a mass notification via “Parent Alert” through SMS text messaging to cell phones/PDAs, voice calls to any phone, email, or any other means available.

Miscellaneous

Lunch and Snacks

Students must bring their lunch in a disposable container. All items included in their lunch and snack must also be disposable. No items will be returned home.

All students are required to pack a healthy lunch, a snack, and drinks. Students should avoid excessive sweets and “junk food.” **No caffeinated sodas or energy drinks are permitted.** Please provide any utensils necessary (spoons, forks, etc.), as these are not readily available at school. **NO** microwaves will be available to heat up foods.

Chapel Service

Your child's spiritual well being is a priority at Heritage Academy. Chapel services will be “Live Streamed” into each classroom every Wednesday morning at 9:30 am. Each week, one classroom will attend the live chapel service and help with Praise and Worship. There will be times when your child's class will do a performance during Chapel as well. All students are required to attend. Each service consists of children's praise and worship that is fun and energetic. The weekly sermons are creative and capture the attention of all ages. Also, announcements and special awards may be given during this time. **Visitors are encouraged and welcomed to attend ONLINE.**

“And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near. “ Hebrews 10: 24-25

Lost and Found

Jackets, backpacks, etc. that are left at the end of the day will be placed in lost and found in the office. The lost and found items will be purged after each grading period. The items whose owners cannot be identified and which remain unclaimed will be donated to an appropriate charity or discarded. Please label all clothing and belongings to avoid their loss.

Code of Ethics

Code of Ethics: Duty, Procedure, Liability Protections

Code of Ethics: Duty, Procedure, Liability Protections

Heritage Academy's policy on ethical conduct of instructional personnel and school administrators

WORKPLACE STANDARDS AND POLICIES

As a representative of Heritage Academy, personnel and administrators must demonstrate and uphold standards of ethical conduct both in and outside of the classroom. As a Heritage Academy employee and a role model to students, instructional personnel and school administrators have a duty, at all times, to:

Abide by the Code of Ethics of the Education Profession in Florida (Rule 6B-1.001, F.A.C.)

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Uphold the Principles of Professional Conduct for the Education Profession in Florida (Rule 6B-1.006, F.A.C.)

1. ***Obligation to the student requires that the individual:***
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not exploit a relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

2. *Obligation to the public requires that the individual:*

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
- e. Shall offer no gratuity, gift, or favor to obtain special advantages.

3. *Obligation to the profession of education requires that the individual:*

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within forty-eight (48) hours to Heritage Academy Administration any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)I and 943.059(4)I, Florida Statutes.
- n. Shall report to Heritage Academy Administration any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.

- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Abide by all school policies and procedures with steadfast adherence to the following:

- Immediately report known or suspected child abuse or neglect to the **Florida Department of Children and Families Toll-Free Hotline (1-800-96-ABUSE) or online at <http://www.dcf.state.fl.us/abuse/report/>.**

And

- Immediately contact and report suspected misconduct to the **Heritage Academy Administration designee:**
 - o *Michelle Walls, Aida Perez, Bishop Michael Slaon*
 - o *Call 813-782-7848*
 - o *Email info@heritageacademyschool.org*
 - o *To make an appointment to meet with the Heritage Academy's school administration, call the school's main office 813-782-7848 and request a scheduled meeting with Administration.*

In accordance with section 39.201, FL Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to:

The Department of Children and Families (DCF) Central Abuse Hotline at 1-800-96-ABUSE or report online at <http://dcf.state.fl.us/abuse/report/>.

Instructional personnel and school administrators may report such information to DCF in unison, but reporting to another school employee does not fulfill the legal obligation to report to DCF.

A person who is required by statute to report known or suspected abuse or neglect and fails to do so, is subject to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

In section 39.01(2), Florida Statutes, the term "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or

omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

In section 39.01(44) Florida Statutes, an act of “Neglect” occurs when a child is deprived of, or is allowed to be deprived of necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child’s physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

In section 30.01(47), Florida Statutes, “Other person responsible for a child’s welfare” includes the child’s legal guardian or foster parent; an employee of any school, public or private child day care center, residential home, institution, facility, or agency; a law enforcement officer employed in any facility, service, or program for children that is operated or contracted by the Department of Juvenile Justice; or any other person legally responsible for the child’s welfare in a residential setting; and also includes an adult sitter or relative entrusted with a child’s care.

LIABILITY: In accordance with section 39.203, Florida Statutes, any person who reports in good faith any instance of child abuse, abandonment, or neglect to the department of Children and Families or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

Immediately report to Heritage Academy Administration any alleged misconduct that affects the health, safety or welfare of a student, by other instructional personnel or school administrators.

In accordance with section 1012.795(1)(b) Florida Statutes, any instructional personnel or school administrator must report alleged misconduct that affects the health, safety or welfare of a student by instructional personnel or school administrators. If instructional personnel or school administrators have knowledge of a violation of section 1012.795 or the Principles of Professional Conduct or the district code of conduct, designated employees shall immediately report the nature of the misconduct to

- *Michelle Walls, Aida Perez, Bishop Michael Slaon*
- *Call 813-782-7848*
- *Email info@heritageacademyschool.org*
- *To make an appointment to meet with the Heritage Academy’s school administration, call the school’s main office 813-782-7848 and request a scheduled meeting with Administration.*

Instructional personnel or school administrators who fail to report misconduct of other instructional personnel or school administrators that affect the health, safety, or welfare of students shall be subject

to disciplinary action up to and including termination of employment and revocation of their Florida Educator Certificate.

Prohibition of Bullying and Harassment

All students and school employees have the right to an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and/or harassment, as defined by district policy and section 1006.147, Florida Statutes, are prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

Harassment means any threatening, insulting, or dehumanizing gestures, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also include:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Discrimination Prohibited

All employees shall abide by the school district's policy and Heritage Academy's policy on prohibiting discrimination. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

Confidentiality Agreement Prohibited

In accordance with section 1001.42.(6), Florida Statutes, neither the school board nor any employee of the school board may enter into a confidentiality agreement, written or verbal, with an instructional personnel or school administrator who resigns, is terminated, or resigns in lieu of termination due to allegations, in whole or in part, of misconduct related to the health safety or welfare of a student. Any part of an agreement that has the purpose or effect of concealing misconduct which affects the health, safety or welfare of a student is void and contrary to public policy and shall not be enforced.

Reference Checks

In accordance with section 1001.42(6), Florida Statutes, neither the school board nor any employee of the school board may provide instructional personnel or school administrators with employment references or discuss their performance with prospective employers from another educational setting without also disclosing the personnel's or administrator's misconduct.

LIABILITY: *In accordance with section 768.095, Florida Statutes, an employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon*

request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes.

Alcohol and Drug Free Workplace

No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace, including all school sponsored events that may be on or off school grounds. No employee shall possess, consume, inject or ingest, sell, manufacture, distribute, dispense, use or be under the influence of, on or off the job, or in the workplace, including all school sponsored events that may be on or off school grounds, any narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes Chapter 893, without a lawful prescription. As a condition of employment, each employee will abide by the terms of this policy and notify the School Principal of any arrest for a criminal drug offense within 48 hours.

Reasonable Suspicion Tests

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his or her job performance.

Perform duties in a competent manner

Continuing evaluation of instructional and administrative staff is necessary to enable the school board to monitor the effectiveness and competence of instructional and administrative staff members and to assist them in the improvement of their professional performance. In accordance with section 1012.34, Florida Statutes, the performance and capacity of instructional and administrative staff shall be evaluated according to procedures established by the Superintendent.

Conflicts of Interest

No employee shall engage in conduct, which creates a conflict of interest. A conflict of interest shall be defined as a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

Corporal Punishment

Heritage Academy does not engage in corporal punishment.

Reasonable Force

In accordance with sections 1003.32, 1006.11 and 1012.75, Florida Statutes, reasonable force, as defined by State Board of Education Rule, may be used by Heritage Academy personnel in order to maintain a safe and orderly learning environment.

Acceptable Use of School Property and Resources

All employees shall use Heritage Academy resources, electronic and otherwise, only for duties and activities in support of the educational goals and policies of the school board. Use of such resources, electronic and otherwise, for the purposes not related to the educational goals and policies of Heritage Academy can result in adverse action against employee, up to and including termination and, when appropriate, certification action and/or criminal charges.

Weapons

Except as provided in sections 790.115, 790.06, and 1006.12, Florida Statutes, Heritage Academy and the School Board prohibits all staff from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of Heritage Academy Administration including, but not limited to, property leased, owned, or contracted by Heritage Academy, or a school-sponsored event. (A weapon and examples thereof are as defined school policy.)

Security of Tests

All mandatory test administered by or through Heritage Academy administered national norm-referenced achievement tests shall be secured pursuant to Florida Statutes and State Board of Education Rules along with Heritage Academy rules. The loss of testing materials, cheating or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator.

Dress Code

All instructional staff and school administrators shall be physically clean, eat and well groomed and shall dress in a manner consistent with being professional. Guidelines are in the Heritage Academy Employee Handbook.

Tobacco Use in District Facilities

All use of tobacco products in any form are prohibited in or on any Heritage Academy-owned building, facility or property.

Electronic Communications and Social Networking Sites

Instructional Personnel and School Administrators shall use caution and good judgment when using electronic communications and social networking sites. Any information relayed to students via electronic communications shall be professional in nature and related to a student's academic progress.

Any information posted to or communicated through a social networking site shall not bring disfavor, embarrassment or condemnation to the employee, student or school district.

Training Required

All instructional personnel and school administrators must engage in annual training on the standards of ethical conduct and the policy for reporting misconduct. Training may be provided or conducted as determined appropriate by Heritage Academy, but as a minimum must include examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, information on how to properly identify and report child abuse or neglect, procedures on how to report misconduct of other instruction personnel and school administrators, requirements of self-reporting criminal charges, the nature and consequences of disqualifying offenses, the importance of being a role model and fiduciary responsibility of being an educator.

Reports to the Office of Professional Practices Services (DOE)

Any violation of these standards of conduct may result in the information being reported to the Office of Professional Practices Services for investigation to determine if disciplinary action should be taken against an educator’s Florida Educator Certificate.

MESSAGE TO OUR STUDENTS

Our desire is for you to become the best person you can be with God's power and direction. We love you and believe you are not here by chance, but by the appointment of God. As teachers and staff, we pledge to you the same level of excellence and commitment that we request from you. There may be times when we both fall short, but rather than dwell on our shortcomings, let us use them as stepping stones to a higher level to which God calls us. Let each year be a year in which we can say we have studied "to show thyself approved, a workman that need not be ashamed..."

GOD'S BLESSINGS UPON YOU!!!

HERITAGE ACADEMY

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

A COPY OF THIS DOCUMENT MUST BE SIGNED BY AT LEAST ONE PARENT AND THE STUDENT

AND

RETURNED TO THE SCHOOL OFFICE

Please initial each of the following statements:

_____ I have read the Parent/Student Handbook.

_____ I have had an opportunity to ask questions about the information.

_____ I understand the information in the handbook.

_____ I agree to abide by the policies outlined in this handbook and any policies
that may be revised or added to this handbook in the future.

PLEASE GO OVER THESE POLICIES AND EXPLAIN THEM TO YOUR CHILD

Printed Name of Student: _____ Grade: _____

Signature of Student: _____

Printed Name of Parent: _____

Signature of Parent: _____ Date: _____

The original signed document will be placed in the students' permanent file.

This copy is to remain in your handbook

Revised 8/20/2020